

13 October 1969

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MEMORANDUM FOR:

SUBJECT : Proposed Plan for Central Control of Records Program

1. To solve the Records Program problem I propose:

- (a) The establishment of a Support Career Officer in each Directorate and the DCI Area as a "Support Documentation Officer".
- (b) The Support Documentation Officer (S.D.O.) would serve as the channel for Records Management, Microform Systems, and ADP documentation.
- (c) Each S.D.O. would ^{work with} the Senior Records Management Officer for his Directorate and all Records Management requests, problems, and liaison would channel through him. The Records Administration Program would be expanded to include microfilm equipment and systems, copy machine installations, and ADP documentation and tape storage standards.
- (d) These S.D.O.'s would serve as the local link for the Directorate and DCI Records Programs and the relationship of those Programs with the Central Staff. They would be physically located in the area and work closely with the Directorate Executive Staff and its Senior Records Management Officers as well as with the Component Records Officers in the Offices of the Directorate. This S.D.O. serving as DCI Senior RMO would work out of the O/PPB.
- (e) The S.D.O.'s must be Support Careerists responsive to the Support Services Staff.
- (f) The S.D.O.'s either could serve on the Records Management Board as equal voting members with the existing Directorate members or they could make up the new Board the DDS mentioned in his 3 September outline. Central Staff meetings with current RMO's could be the Semi-Annual Conference and Program Reviews.

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2. The presence of a Support Documentation Officer in each Directorate receiving his instructions and standards from the SSS will prove more effective than the Central Staff attempting to influence Directorate records management by remote control. These S.D.O.'s could call upon the Central Staff for assistance and guidance as well as interpretation of problems and to aid in development of solutions. But, their daily activities would focus in the Directorate Records Office. The S.D.O. could serve a routine two-year assignment. His development in each of the three fields of records, microfilm, and ADP would make him a far more valuable Support Officer and administrator. I believe these positions should be GS-14 in DCI, DDS&T and DDI areas and be GS-15 in the larger, more sensitive and complex areas of DDP and DDS.

3. The Support Documentation Officer would be primarily concerned with the Records Program during the immediate future, getting that facet of his duties established first in this period of emergency. The objectives of the current Regulations and Total Records Program would suffice for now as a mission and function under which to operate. The formalizing of their duties and responsibilities in all three fields would develop as the microfilm study and IPC generate new requirements and the Records Program is reorganized.

4. The creation of the Support Documentation Officer position would be consistent with Mr. Bannerman's 3 September outline for a new approach to the Records Management Program. These S.D.O.'s could be instrumental in the implementation of the several steps he cites for "a centrally managed program for record identification and processing". They could serve as the new Records Board or else join the existing Board. With SSS guidance and control this new Board would formulate the new records policies. The development of Training Programs and a Career Service for a combination records and automation concept has more chance under a documentation framework than the computer biased Information Processing approach. Only through a high-level network of Support Documentation Officers do I see any hope for Mr. Bannerman's frequently mentioned "centralized system for indexing of records and microform applications". These S.D.O.'s out in the Directorates could complete and refine our Records Retention Plans on the permanently valuable records of the Agency and the assigning of their responsible "Offices of Record". Their authoritative interest in Records Disposal Schedules could provide help and improvement in that area too. They would serve as the network to identify and control and growth of reports.

5. If you find the concept feasible in principle, we can develop the details. Perhaps your Friday CT group would find the concept a challenging one to develop or comment upon.

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CIA Records Administration Officer

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